

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Senior Police Officer

BAND	GRADE	
P	22	
DEPARTMENT: Police	ACCOUNTABLE TO: Police Sergeant	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for performing the duties of a Police Officer and in addition acting as the lead for field officers, conducting training and working in special programs such as D.A.R.E. Duties include: inventorying and recording all property in the custody of the police department; developing and maintaining photographs and evidence photos; training new officers; teaching or giving presentations for programs such as DARE, gang awareness, boat safety, bicycle safety and Neighborhood Watch; developing lesson plans and outlines; conducting organized raids; conducting surveillance and undercover operations; developing and managing informants; conducting controlled buys of narcotics and dangerous drugs; and, storing department firearms.		
DISTINGUISHING CHARACTERISTICS: This is the second level of a six level police officer series. The Senior Police Officer is distinguished from the Police Officer in that the Police Officer is not required to be certified to conduct training and does not work in special programs. The Senior Officer is further distinguished from the Police Sergeant in that the Police Sergeant has full supervisory authority.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Performs crime prevention and police service activities to include: enforcing federal, state and local laws and ordinances; responding to all calls; apprehending criminals and offenders; collecting and preserving evidence; transporting prisoners; assisting other law enforcement agencies and the fire department; writing citations; serving subpoenas, summons, warrants and orders of protection; conducting preliminary fingerprint comparisons; testifying in court; enforcing vehicle, traffic and parking regulations; patrolling assigned beat in order to ensure a high visibility police presence; conducting property checks on vacant homes and closed businesses; directing traffic for special events and emergency situations; assisting lost/stranded citizens; relieving the Dispatchers; committing mental patients; providing CPR; and, conducting V.I.N. inspections.	Daily	

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2.	Maintains inventories and property in custody of the police department by entering and tracking all evidence and property; researching case progress; identifying owners and disposing of property; maintaining photographs; and, maintaining police equipment such as radios, water craft and department firearms.	Daily	
3	Conducts training for new officers and gives presentations for programs such as DARE, gang awareness, boat safety, bicycle safety and neighborhood watch.	Daily	
4.	Conducts surveillance and undercover operations by performing digital cameral operations; developing and managing informants; conducting organized raids; and, conducting controlled buys of narcotics and dangerous drugs.	Daily	
5.	Conducts criminal investigations and interviews with suspects, victims and witnesses; provides counseling and takes reports.	Weekly	
6.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Federal, state, local and vehicle laws and ordinances;
- Laws of arrest;
- Police procedures;
- Crime prevention techniques;
- Criminal behavior;
- Emergency response techniques;
- Health and Safety Codes;
- Radio communication and procedures.

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Skills (position requirements at entry):

Skill in:

- Training police officers in policies and standard operating procedures;
- Writing technical reports;
- Handling people in all types of situations;
- Responding to emergencies;
- Using force to stop or prevent equal or greater force;
- Administering first aid;
- Gathering information and evidence;
- Using equipment such as two-way radios, police vehicles and weapons;
- Using office equipment such as phones, copiers and fax machines;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) supplemented by course work in criminal justice and three years of experience as a Lake Havasu City Police Officer; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License;
- United States Citizenship;
- State certification as a Police Officer;
- Ability to pass a background examination;
- Field Training Officer Certification issued by POST.

Positions may require:

- DARE/GREAT Certification.

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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to work space restrictions, intense noises, travel and deadly weapons.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn)

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